**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12117&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Agile+Scrum+Team+Charter-word-12117&lpa=Sample+Agile+Scrum+Team+Charter+word+12117)Agile Scrum Team Charter   
Template – Example**

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| 1. Purpose | 2. Roles and Responsibilities | | | | | 3. Values and Agreements |
| OBJECTIVE: To develop and launch a user-friendly mobile app that allows EV drivers to locate and reserve charging stations efficiently. |  | Scrum Master | Facilitates team meetings and ensures Agile practices are followed. | |  | VALUES: Commitment, courage, focus, openness, and respect.  AGREEMENTS: All team members agree to be punctual for meetings, respect each other’s ideas, and provide constructive feedback. |
|  | Product Owner | Defines project goals, prioritizes the backlog,  and represents the customer's interests. | |  |
|  | Development Team | Designs, develops, and tests the software product. | |  |
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| 4. Key Stakeholders | 5. Key Interdependencies | | | 6. Success Measures | | 7. Definition of Done |
| End users, product marketing team, customer service department, and senior management.  INTERESTS: Stakeholders are primarily interested in the app's ease of use, functionality, and reliability. | Relies on data from the infrastructure team for real-time charging station availability and the marketing team for promotional content. | | | CRITERIA: Success will be measured by user adoption rates, customer satisfaction scores, and the achievement of a set application download target within the first six months post-launch. | | CRITERIA: A sprint is not complete until the code has been peer-reviewed, passes all tests, meets quality standards, and is documented. |
| 8. Agile Methods / Events | 9. Communication Plan | | | 10. Risk Mgmt. Strategy | | 11. Continuous   Improvement Process |
| METHODOLOGIES: Utilizing Scrum framework.  EVENTS: Daily stand-ups, bi-weekly sprint planning, sprint reviews, and retrospectives at the end of each sprint. | INTERNAL: Daily stand-ups for team sync, Slack for day-to-day, and monthly town-hall meetings with all stakeholders.  EXTERNAL: Monthly newsletters to keep all external stakeholders informed of progress and any changes. | | | RISKS: Potential delays due to unavailability of key team members or technical difficulties with third-party APIs.  MITIGATION: Cross-training team members and establishing agreements with multiple API providers. | |
| Regularly scheduled retrospectives to discuss what went well, what did not, and action items for process improvement to increase efficiency and effectiveness in future sprints. |

Agile Scrum Team Charter Template – Blank / Instructional

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| 1. Purpose | 2. Roles and Responsibilities | | | | | 3. Values and Agreements |
| Define the fundamental reason for the team's existence and what the project aims to achieve. |  | Scrum Master | Clearly delineate the roles within the Scrum team, | |  | List the core values the team agrees to uphold (e.g., commitment, courage, focus, openness, and respect) and any team-specific agreements to enhance collaboration. |
|  | Product Owner | such as Scrum Master, Product Owner, and Developers, | |  |
|  | Etc. | and describe the responsibilities associated with each role. | |  |
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| 4. Key Stakeholders | 5. Key Interdependencies | | | 6. Success Measures | | 7. Definition of Done |
| Identify all critical stakeholders involved or affected by the project, outlining their interest and influence regarding the project's outcomes. | Describe essential dependencies between this team and other projects or organizational functions, including any external dependencies that could impact deliverables. | | | Define clear, specific, and measurable criteria for success to evaluate the project's progress and completion effectively. | | Establish a shared understanding of what it means for work to be completed, including the necessary criteria that must be met to consider a product increment finished. |
| 8. Agile Methods / Events | 9. Communication Plan | | | 10. Risk Management  Strategy | | 11. Continuous   Improvement Process |
| Specify the Agile methodologies (e.g., Scrum, Kanban) and key events (e.g., Daily Stand-ups, Sprint Planning, Reviews, and Retrospectives) the team will utilize during the project. | Outline how the team will communicate, detailing the channels, frequency, and formats used for communication within the team and with stakeholders. | | |
| Identify potential risks and the strategies for mitigating them, ensuring the team is prepared to handle uncertainties effectively. | | Describe the process for regularly reviewing and improving the team’s workflow, techniques, and interactions to enhance productivity and product quality. |

Agile Scrum Team Charter

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